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PETITIONER/PLAINTIFF:	CASE NUMBER:
RESPONDENT/DEFENDANT:	

4. **Subject matter of reference.**

- a. ☐ **Section 638.** Applicant requests that the reference include *(check and complete one)*:
- (1) ☐ all issues in dispute.
- (2) ☐ the following issues *(describe issues to be covered by reference below or in Attachment 4a)*:

- b. ☐ **Section 639.** Applicant requests that the reference include the following issues *(describe issues below or in Attachment 4b)*:

5. **Referee's compensation.** *(Check and complete one.)*

- a. ☐ The referee will not be privately compensated by the parties.
- b. ☐ The referee will be privately compensated by the parties as follows:
- (1) ☐ The parties have agreed that the referee's fees shall be paid as follows *(state agreement below or in Attachment 5b)*:
- (2) ☐ The parties have not agreed on payment of the referee's fees and request the matter to be resolved by the court under Code of Civil Procedure section 645.1.

6. **Use of court facilities and personnel.** *(Check and complete one.)*

- a. ☐ Applicant does not request the use of court facilities or court personnel.
- b. ☐ Applicant requests the use of court facilities or court personnel. *(Describe the requested use below or in attachment 6b. If the reference is to be conducted by a privately compensated referee appointed under Code Civ. Proc., § 638, also state why the use of court facilities or court personnel will further the interest of justice. Court facilities and personnel may be used in proceedings before a privately compensated section 638 referee only upon a finding of the presiding judge that the use would further the interest of justice.)*

7. **Hearing location information.** The following person may be contacted to arrange attendance at any proceeding that is open to the public and that is conducted in a private facility *(complete all of the following)*:

- a. Name:
- b. Address:
- c. Telephone:

Date:

_____	▶ _____
(TYPE OR PRINT NAME)	(SIGNATURE OF APPLICANT OR ATTORNEY)
_____	▶ _____
(TYPE OR PRINT NAME)	(SIGNATURE OF APPLICANT OR ATTORNEY)
_____	▶ _____
(TYPE OR PRINT NAME)	(SIGNATURE OF APPLICANT OR ATTORNEY)
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(TYPE OR PRINT NAME)	(SIGNATURE OF APPLICANT OR ATTORNEY)
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